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A PUBLICATION OF THE INFORMATION CENTER BUREAU
MONTANA DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION

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DEADHEAD

WordPerfect 5.0 Announced

WordPerfect 5.0 should be released in April. The wordprocessing features will be basically the same. The following is a list of new and enhanced features in version 5.0.

Desktop Publishing

The main emphasis will be on desktop publishing. The desktop publisher is supposed to be easier to learn and use than dedicated desktop publishers.

You will be able to import graphics images into your document. Graphic images may be placed anywhere on the page and can be inserted in a line, tied to a paragraph, or placed in a header or footer.

Other New Features

A master document feature combines files (for example, chapters of a book) for generating tables of contents, lists, indexes, footnotes, endnotes, references, page numbers, etc. The individual documents can be combined and separated from the master document as needed.

A style feature lets you combine a series of codes that specify the format of text in your document. A style definition may be created for any frequently used format. For future reference, a name and description (up to 55 characters) may be created for each style. You can also edit and delete style definitions as needed.

Enhanced Features

Parallel text columns will be able to span page breaks. Also, spacing may be changed in a column.

An improved preview feature lets you display an entire page of text and graphics at once. You can view facing pages together, or "zoom in" on a page for a closer look.

Macro definition and editing capabilities have been greatly enhanced. When defining a macro, you can include a description (up to 60 characters) which will be ignored during macro execution. A powerful macro editor is included, allowing you to edit any existing macro or its description. WordPerfect 5.0 also contains an extensive list of predefined macros.

Printing

The entire printing program has been rewritten to take advantage of individual printer capabilities.

It will be possible to change fonts throughout a document without resetting pitch, margins, or tabs. The horizontal and vertical spacing will automatically be refigured.

If a document is designed for one printer and then sent to another, WordPerfect will make "intelligent" decisions about how to print a given font, if that exact font is not available on the second printer.

New print attributes include, fine, small, large, very large and extra large fonts, and colors for color printers.

Another feature (kerning) allows for space reduction between specific letter pairs, which eliminates unnecessary white space. This is especially useful when you are printing headlines.

Demonstration Planned

The Information Center has ordered one copy so that we may review the new features. After our review we will give a demonstration to all agencies interested in seeing the new features. We are currently working with WordPerfect to obtain a government discount price for the upgrade. Watch for more details in future issues of News and Views.

Call Gale at 444-2974 if you have any questions.

WordPerfect Revision Date

Since WordPerfect 4.2 was released, there has been several maintenance updates. Each of these updates has fixed a bug within WordPerfect. The latest update is 10/26/87.

To find out which maintenance update you have, go into the Help feature (F3). In the upper right corner of the screen is a date, this is the maintenance update.

If you find that you are not on the latest update, contact Gale (2974) or Melanie (2859).

QuietWriter Shutter Problem

When printing justified documents in WordPerfect and hyphenation is turned off, the Quietwriter shutters. Printing then becomes very time consuming. However, this problem does not occur on all justified documents. The problem has been reported to both WordPerfect and IBM. WordPerfect's solution is to turn justification off and/or hyphenation on. The Information Center is currently working on another fix. If you are having this problem, call Gale or Melanie at 444-2973. Also, look for more details in the next issue of News and Views.

Using Personal Services/PC and Viewing FFT Documents

If you receive an FFT document from another PS/PC user, select the view option twice from the LIST OF FILE CABINET ITEMS panel and you will be able to view the FFT document. If you try to retrieve an FFT document from WordPerfect, your PC will lock and you will have to re-boot. If you have any questions, please call Jeanette at 444-2973.

Personal Manager Groups

The Personal Manager list of Groups is growing out of control. We would like everyone to review their groups, delete the ones no longer needed, and rename the ones that are still being used following the guidelines listed below. Groups have an 8 character field to name the group and a 20 character description field. Use these fields to identify the group(s) with as much detail as possible.

- 1) Prefix your group(s) with the first two characters of your agency listed below and use the last six characters to further identify the group.

| <u>Department</u> | <u>Prefix</u> |
|-------------------|---------------|
| Administration | AD |
| Governors Office | GO |
| Highways | HW |
| Revenue | RE |

- 2) Use the group description field to further identify the group.

This will help us gain some manageability on the number of groups currently assigned to Personal Manager. If your department is not listed above, please call Jeanette to get the proper agency prefix at 444-2973.

Security Project Risk Assessment Applications

The Department of Administration has contracted with the firm of Deloitte Haskins & Sells to conduct a security risk assessment of the data processing and network services supported by the Department. The purpose of this project is to analyze the vulnerabilities of the State information system complex, identify potential threats and loss expectancies, and to develop standards and policies. To accomplish this goal we have identified a series of mainframe and microcomputer applications that will provide us with a good cross-section of systems. The study will also include an analysis of the mainframe computer, backup site, and communications network.

The project will result in a final report identifying risks and alternative options for addressing them. It will be completed in mid-July with security related training. Allen Tompkins of the Resource Management Unit is coordinating the project for the Department.

Information Center Adds New Book

A new book has been added to the Computer Based Training (CBT) library in the Information Center. The book is entitled "How to Write Computer Documentation for Users" by Susan J. Grimm.

Here are much needed answers for an important but often overlooked job in data processing; writing clear, effective user documentation. This book will help all writers research, plan, write, review, produce, and maintain successful user documentation.

Call Becky at 444-2973 if you would like to check out this book.

Laser Printer, Network & Freelance Plus

A laser printer makes a very good output device for graphs & charts drawn using Freelance Plus. There are some technical considerations to keep in mind, however.

First, two laser printers tested by ICB do not have enough memory to handle a full page bit map created by Freelance Plus at 300 dots per inch (dpi) resolution. Simple arithmetic will show that a 7 1/2 by 10 inch plot area will have $7.5 \times 10 \times 300 \times 300 = 6,750,000$ dots to be shipped to the printer, formatted, and printed. 6,750,000 divided by 7 yields just under a million bytes of information. The laser in the Info Center starts with 1.5 million bytes, but font storage and other internal uses leave nowhere near enough for our plot. Freelance Plus is aware of this and offers the following solution:

In the plot options menu, select either of the half page options (top or bottom half) and 300 dpi. Plot the graph. It will appear in reduced form on the paper. Type sizes down to 1.5 mm are still readable. If a full sized version of the drawing is still desired, use a copier with enlarging feature. It will still be quite readable, as the enclosed samples show.

A second consideration is use on a network. On the ICB's token ring network, a full page plot at 300 dpi evidently filled available memory on the laser. The network couldn't handle the rest of the transmission, making it necessary to reboot the server. Even at half page or 150 dpi, it takes about 4 minutes to do the transmission, during which time other users on the network are not serviced very well.

150 dpi
LMNOImno - 3.0
HIJKhijk - 2.50
DEFGdefg - 2.00
ABCEabod - 1.50
ABCEabcd - 1.00

75 dpi
LMNOImno - 3.0
HIJKhijk - 2.50
DEFGdefg - 2.00
ABCEabod - 1.50
ABCEabcd - 1.00

300 dpi
enlarged
LMNOImno - 3.0
HIJKhijk - 2.50
DEFGdefg - 2.00
ABCEabcd - 1.50
ABCEabcd - 1.00

300 dpi
half page
LMNOImno - 3.0
HIJKhijk - 2.50
DEFGdefg - 2.00
ABCEabcd - 1.50
ABCEabcd - 1.00

**** UPCOMING CLASS ****

SYSTEMS ANALYSIS: presented by QED Information Sciences, Inc.,
of Wellesley, MA

DATE: May 9 - May 13, 1988

TIME: 8:30 am to 5:00 pm each day

PLACE: Park Plaza Hotel, Rimini Room

COST: \$500.00

LIMIT: 20

AUDIENCE: Systems analysts, business systems analysts, user
analysts, project leaders, or others who need to
increase their understanding of systems analysis
techniques

This class is designed to give participants the skills necessary
for planning, analyzing, and prescribing effective systems
solutions. Emphasis is on the business of the organization, not
the computer; the human group/team process of systems develop-
ment, not task performance; practical systems applications, not
theoretical considerations.

Students will be actively participating in using structured,
analytical, statistical and financial techniques in the
preparation of a major case study.

Please call 444-2973 for more information or to register for the
class.

 * UPCOMING CLASSES *
 * April - June, 1988 *

Data Network Classes

| | |
|----------|---------------------------------|
| May 4 am | Telephone Station User Training |
| May 6 am | Personal Services/PC |
| May 6 pm | Personal Manager |

Microcomputer Classes

| | |
|---------------------------|--|
| Apr 6-7 | Introduction to WordPerfect |
| Apr 4,5,7, 8,11,12 | Electronic Budget Development System |
| Apr 13 | Computer User's Society of Montana |
| Apr 14,15, 18-22,25-29 | Office Automation Pilot Project |
| May 4-5 | Introduction to WordPerfect |
| May 9 | Beginning Microcomputer Skills |
| May 10-11 | Introduction to Lotus 1-2-3 |
| May 11-12 | Advanced WordPerfect |
| May 13 | Fundamentals of DOS |
| May 16-17 | Introduction to Lotus 1-2-3 |
| May 18 | Beginning Microcomputer Skills |
| May 19-20 | Introduction to Lotus 1-2-3 for Data Entry |
| May 26-27 | Introduction to WordPerfect |
| May 30 | HOLIDAY |
| Jun 3 | Beginning Microcomputer Skills |
| Jun 6-7 | Beginning R:Base |
| Jun 13-14 | Introduction to WordPerfect |
| Jun 14-15 | Introduction to Lotus 1-2-3 |
| Jun 20-21 | Advanced Lotus 1-2-3 |

If you have any questions on the Training Schedule, please call Wendy Wheeler or Becky Schmidt at 444-2973.

ISD COURSE ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION CENTER BUREAU
PRIOR TO THE FIRST DAY OF CLASS

=====

COURSE DATA

Course Requested: _____

Date Offered: _____

=====

=====

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this
course? Explain giving the class(es) taken, Information
Center tutorial(s) completed, and/or experience.

=====

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

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FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLA-
TIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
INFORMATION CENTER BUREAU
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